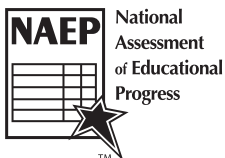


COORDINATE

A MANUAL FOR ASSESSMENT COORDINATORS



NAEP 2007 TRAINING PACKAGE

PART 3

Part 3 of your training...

is your manual: your step-by-step, procedure-by-procedure instructions about how to do your job. Following these instructions precisely allows NAEP results to be comparable within states and across the country.

NAEP is complicated and accountable. It includes many, many steps—all of which must be completed with the highest level of attention and accuracy. Forms must be filled out and records maintained, student samples selected, accommodations planned, student attendance recorded, sessions conducted, and the security of materials maintained. Precision in each of these steps is critical.

Your manual is the source of the step-by-step procedures for every part of the process for which you are responsible. These procedures must be followed “to the letter” to assure consistency of results across the country. Comparable procedures produce comparable data.

IMPORTANT INFORMATION

HELP DESK FOR SCHOOLS:

1.800.283.NAEP (6237)

naephelp@westat.com

Hours: 8:00 a.m. to 8:00 p.m. EST

HELP DESK FOR STAFF:

1.888.499.NAEP (6237)

naepstaff@westat.com

Hours: 8:00 a.m. to 8:00 p.m. EST

FOR INFORMATION ABOUT NAEP, VISIT OUR WEBSITE AT:

<http://nces.ed.gov/nationsreportcard>

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